

P46: EMPLOYEE WITHOUT A FORM P45

Section one To be completed by the employee

Please ensure you complete the form in full and fax the form back to the Hays Service Centre. If you later receive a form P45 from your previous employer, please **post it** together with the enclosed document header sheet to the Hays Service Centre. Please note P45's cannot be faxed. Hays require the original form.

Use capital letters when completing this form.

Your details	
National Insurance number This is very important in getting your tax and benefits right Title - enter MR, MRS, MISS, MS or other title Surname or family name First or given name(s) Gender. Enter 'X' in the appropriate box Male Female	Date of birth DD MM YYYY Address House or flat number Rest of address including house name or flat name OOD OOD OOD OOD OOD OOD OOD OOD OOD OO
Your present circumstances Read all the following statements carefully and enter 'X' in the one box that applies to you. A -This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension.	Student Loans If you left a course of Higher Education before last 6 April and received your first Student Loan instalment on or after 1 September 1998 and you have not fully repaid your Student Loan enter 'X' in box D. (If you are required to repay your Student Loan through your bank or building society account do not enter an 'X' in box D.)
B -This is now my only job but since last 6 April I have had another job or have received taxable Jobseeker's Allowance or Incapacity Benefit. I do not receive a state or occupational pension. DR C -I have another job or receive a state or	Signature and date I can confirm that this information is correct. Signature Date DD MM YYYY
occupational pension.	lease fax to Hays on



0845 604 4524

Alternatively, post to

Hays Specialist Recruitment Limited,
Hays House, St. Georges Square,

New Malden, Surrey, KT3 4JQ. www.hays.co.uk

